

**CITY OF MIDDLETOWN  
PURCHASING OFFICE  
MUNICIPAL BUILDING – ROOM 112  
245 DEKOVEN DRIVE  
MIDDLETOWN, CT 06457**

**(860) 344-3465 PHONE  
(860) 344-3561 FAX  
[PURCHASE@MIDDLETOWNCT.GOV](mailto:PURCHASE@MIDDLETOWNCT.GOV)**



**CONTRACT DOCUMENTS**

**BID #2013-004**

**PURCHASE OF RECREATIONAL GARMENTS  
VARIOUS DEPARTMENTS**

**BID OPENING DATE: Tuesday, April 2, 2013 at 11:00 A.M.**

**QUESTIONS: IN WRITING TO THE PURCHASING OFFICE**

**(860) 344-3561  
FAX**

**[PURCHASE@MIDDLETOWNCT.GOV](mailto:PURCHASE@MIDDLETOWNCT.GOV)  
EMAIL**

**DONNA L. IMME, CPPB  
SUPERVISOR OF PURCHASES**

**CARL R. ERLACHER  
DIRECTOR OF FINANCE AND REVENUE SERVICES**

The contract documents for the contract entitled:

**BID #2013-004 PURCHASE OF RECREATIONAL GARMENTS**

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**SAMPLES LOCATED IN THE BACK OF THE BID**

Hereinafter referred to as the **Contract Documents**

**CITY OF MIDDLETOWN  
INVITATION TO BID**

Sealed proposals, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut, will be received until **Tuesday, April 2, 2013 at 11:00 A.M.** for the following:

**BID #2013-004  
PURCHASE OF RECREATIONAL GARMENTS  
VARIOUS DEPARTMENTS**

Items to be furnished pursuant to this contract include but are not limited to the following:

- Jackets
- Long Sleeve T Shirts
- Short Sleeve T Shirts
- Tank Tops/Sleeveless Interlock
- Cheerleader Shorts
- Visors
- Referee Shirts

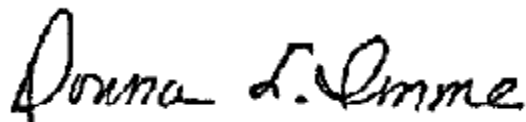
Bid documents may be obtained at the Purchasing Office, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT., Monday - Friday, between the hours of 8:30 a.m. and 4:30 p.m. **for a fee of \$.50 per page.** It is **preferred** that they are downloaded **free of charge on the City of Middletown web site: [www.MiddletownCT.gov](http://www.MiddletownCT.gov).**

**All questions concerning this bid should be directed in writing** to the office of the Supervisor of Purchases by facsimile at (860) 344-3561 or by email at [purchase@MiddletownCT.gov](mailto:purchase@MiddletownCT.gov).

Bids will be publicly opened and read aloud in **Room B19**, Municipal Building, Middletown, Connecticut. **All bids shall be submitted on the designated forms and marked as noted in the Information for Bidders.**

The City of Middletown reserves the right to waive any defect or any irregularity in any bid and reserves the right to reject any or all bids or any part thereof. Bids, amendments to bids or withdrawals of bids received after the time set for the bid opening will not be considered. All bids and proposals are subject to, and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

Dated: **03/19/2013**  
Middletown, Connecticut



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Donna L. Imme, CPPB  
Supervisor of Purchases

# INFORMATION FOR BIDDERS

1. Date and Place for Opening Proposals - Pursuant to the "Invitation to Bidders", sealed proposals for performing the work will be received by the Purchasing Department, Room 112, at the time and place set forth therein with the award to be made as soon as practicable thereafter. Bids received prior to the date set for receipt will be securely kept sealed. All bids received by the time set for receipt will be opened by the Supervisor of Purchases and read publicly at the exact time set for receipt irrespective of any irregularities therein. Bidders and or their representative and any interested public may be present.

2. Printed Form for Proposals - All proposals must be made upon the blank proposal form as attached hereto; should give price both in words and figures; must be signed and acknowledged by the bidder where indicated on the proposal form; in a sealed envelope using the bid return label provided.

3. Omissions and Discrepancies - Should a bidder find discrepancies or omissions from the Contract Documents or should they doubt their meaning, they should immediately notify the Supervisor of Purchases who may send written instructions to all bidders. Bidder must type or use black pen at all times.

4. Acceptance or Rejection of Proposals - The City reserves the right to accept or reject any or all proposals. Without limiting the generality of the foregoing, any proposal which omits a bid on any one or more items on the price sheet may be rejected; any proposal containing modifications to the price sheet may be rejected; any proposal in which unit prices are omitted or in which unit prices are obviously unbalanced may be rejected. Conditional or qualified bids shall not be acceptable.

5. Acceptance of Proposals and the Effect - Within thirty (30) calendar days after the opening of the bids, the City will act upon them. The acceptance of a proposal will be either a notice of award, in writing, or an acceptance letter from the Supervisor of Purchases, and no other act shall constitute the acceptance of a proposal. The acceptance of a proposal shall bind the successful bidder to execute the contract within the time and manner as set forth within these contract documents making him responsible and liable for failure to execute as prescribed.

6. Time for Executing Contract and Damages for Failure to Execute - Any bidder whose proposal shall be accepted will be required to appear at the office, where directed to appear in notice of award, in person, or a duly authorized representative of a firm or corporation, to execute the contract within ten (10) days, including Saturdays and Sundays, of the date of mailing of a notice, stating that the award has been made to him or his firm. Failure or neglect to do so shall constitute a breach of contract for which the City may cancel the notice of award, award the bid to someone else, or rebid the entire project as

well as sue for damages. Damages for such a breach of contract will include but not be limited to the loss of any awarding of work to him and other items whose accurate amount will be difficult or impossible to compute, and all other damages recoverable at law and in equity.

## 7. Determination of Lowest Responsible Bidder/Award -

Except where the Owner exercises the right herein to reject any or all proposals, the contract will be awarded by the owner to the "Lowest Responsible Bidder", as determined under the factors to be considered under section **78-8 (m)**, as amended, of the Middletown Code of Ordinances.

It is the intent of the City to award the contract to the lowest responsible bidder(s) submitting the lowest unit price per item, or cost per category, complying with these specifications, providing that sufficient funds are available to award the contract(s). The City of Middletown shall reserve the right to make a multiple award based upon the lowest cost per unit price(s), per category, or total cost of bid. **However, the City reserves the right to award based on what is in their best interest.**

8. Partial Bids - Partial bids **will be accepted. However**, if a bid is submitted on a **specific category**, the bidder must submit a bid for **each item within that category** as specified in order to be awarded the category if low. **Bidders shall be required to submit a bid on each listed item within each category to be given consideration for an award based on the lowest responsible bidder within the category.**

9. Contract Term - The contract term shall commence on or after **April 1, 2013 and terminate March 31, 2015 for a contract term of twenty (24) months.**

10. Prices - In the event of discrepancy between the unit prices quoted in words and figures, the unit price in words shall control. The prices are to include furnishing the items as specified, inclusive **unit prices shall be fixed for the duration of the contract.**

11. Interpretations and Addenda - Every request for an interpretation shall be made in writing. **Questions may be sent via fax to (860) 344-3561 or via email to purchase@middletownct.gov.**

To receive consideration, such questions shall be submitted in writing **at least seven days** before the established date for receipt of bids. If the question involves the equality or use of products or methods, it must be accompanied by drawings, specifications or other data in sufficient detail to enable the Purchasing Supervisor to determine the equality or suitability of the product or method. In general, the Purchasing Supervisor will neither approve nor disapprove particular products prior to the opening of the bids; such products will

be considered when offered by the bidder for incorporation into the work. The Purchasing Supervisor will arrange as Addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. At least five days prior to the receipt of bids, the Purchasing Supervisor will post said addenda to the City website at [www.middletownct.gov](http://www.middletownct.gov). Non-receipt of said addenda shall not excuse compliance. It is the bidder's responsibility to determine whether any addenda have been issued and if so whether he/she has received a copy of each. No oral interpretations shall be made to any bidder as to the meaning of the Contract Documents or to be effective to modify any of the provisions of the Contract Documents. Any addenda issued during the bidding period shall supersede previous information.

12. Termination of Agreement - The City reserves the right, if determined to be in the best interests of the City to do so, to terminate this Agreement at the end of any full month. If the City exercises this right, it shall terminate this Agreement by giving five days advance written notice to the bidder of such termination in the month in which the termination is to take effect, and in such event, the bidder shall be compensated at the bid unit prices for items delivered up to the end of that month, at which time the contract shall terminate.

13. Insurance - The selected bidder shall be required to provide a Certificate of Insurance as specified in the section "Insurance Requirements". The bidder shall be required to provide evidence of such insurance coverage to the Supervisor of Purchases within ten (10) days from receipt of the Notice of Award. Evidence of such insurance coverage and City approval shall be required for the faithful execution of the contract document.

14. Time for Performance –

- A. Items authorized for delivery by the City, as authorized by an approved purchase order shall be delivered within **thirty (30) consecutive calendar days from receipt of order (ARO)**.
- B. Failure to meet such required delivery time shall constitute default on delivery and breach of contract and the Owner may then authorize procurement of such equipment/material from the most expeditious alternate source available to them.
- C. All excess expenses charged for alternate procurement of defaulted delivery under this contract shall be deducted from monies due the successful bidder on this contract. If no monies are due, then the bidder shall pay to the Owner the difference between the contract price and what the Owner must pay to obtain the item from alternate sources.

15. Indemnification - The successful bidder agrees to indemnify and hold harmless the Owner, its officers, agents, servants and employees against any and all liability, judgments, cost, expenses and other loss, including attorney's fees, and against

all claims or actions including but not limited to those based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any act or omission of the Successful Bidder, its officers, agents, servants and employees in the performance or lack of performance of the services under this contract.

16. Delivery and Payment Terms - Items to be purchased shall be delivered Free on Board, freight prepaid, hereinafter referred to as FOB, City of Middletown to that location specified on the purchase order and shall be an inside delivery. Payment discounts for early payment are preferred. Terms are net 30 days. The bidder shall provide an itemized invoice to each participating Department.

17. Quantities - The quantities specified herein are approximate only as determined by the City Departments. They are included to provide the bidder with an estimate of the City's annual requirements pursuant to this contract and to provide a uniform basis for the comparison of bids. Bidders are advised that these quantities **are not guaranteed**.

18. Excise and Sales Tax - Purchases made by the City of Middletown are exempt from the payment of Federal Excise and Connecticut Sales taxes. Such taxes must not be included in the bid prices. Exemption certificates will be provided at the bidder's request.

19. Condition Necessary to Complete Contract to Satisfaction of the City of Middletown - The City shall designate the time, place and amounts of work to be done so as to meet all stipulations as set forth in the Contract Documents. Any contractual agreement made herein between the bidder and the City shall not restrict the City from utilizing other sources of materials and services. If the City chooses to utilize other sources of materials and/or services, this shall not act to negate or void the contract; nor shall employment of such materials or services be used as a basis for the successful bidder to abandon his responsibilities or to claim damages as set forth within the Contract Documents.

20. Substitutions - Substitutions of any item specified shall not be acceptable to the City of Middletown without prior written authorization.

21. Extension Option - **The City reserves the right to renew the contract for up to one additional year provided that existing contract pricing will be held firm for the additional contract period, if to do so is mutually acceptable to the parties. Authorization to renew the contract shall be subject to the approval of the Supervisor of Purchases who shall be prepare a written amendment to this contract for the Mayor's signature.**

22. Equivalent or Equal Unit / Substitutions - Unless limited by the term "**no substitute**:" the use of the name of a manufacturer or of any particular make, model or brand in

describing an item, does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article so described, but the article offered must be of such character and quality and include any applicable options, accessories, etc. that it will serve the purpose for which it is to be used equally as well as that specified, and shall be deemed by the City to be so warranted by the bidder. Bids on comparable items must clearly state the exact article being offered including any and all applicable options, accessories, etc., and bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

23. Samples - Bidders may be required to submit item samples at the City's request. If required, the bidder shall be responsible for all costs associated with the delivery and removal of said samples.

Samples shall be marked samples and shall be marked with the name of the bidder, item enclosed, bid number, item manufacturer, bid item number and model number. The samples shall be delivered to the Purchasing Office, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT. The City of Middletown shall make the final determination with respect to the conformance of the item to the specification and may reject any sample proposed that does not meet these specifications.

24. Alternate Bids - Alternate bids will not be considered unless specifically called for in the "Invitation to Bid". An alternate proposal is defined as one which is submitted in addition to the bidder's primary response to the specified bid proposal. Multiple bid(s) shall not be considered for any item unless specifically requested in the proposal. A multiply bid is defined as more than one response to the same bid by the same bidder whether on a separate bid form or attached to the initial bid response.

25. Warranty - The bidder(s) shall provide the items with the minimum of a one (1) year manufacturer's warranty and shall service same in accordance with this warranty which shall become effective upon acceptance. Said warranty shall guarantee the items to be free of defects in materials and workmanship and shall provide for full replacement inclusive of transportation costs for any items found to be defective upon delivery. The bidder shall state their compliance with this warranty requirement in the space provided on the proposal page. A copy of the manufacturer's warranty shall be submitted with the bid.

26. Corrections to Bids - Corrections, erasures or other changes

in the bid proposal must be explained or noted over the signature of the bidder.

27. Facsimile Bids - Facsimile bids will not be accepted by the City of Middletown under any circumstances.

28. Bid Tabulation - A bid tabulation will be furnished to any bidder submitting a self-addressed stamped envelope which may be included with the bid or submitted under separate cover or may be downloaded directly from the city's web page [www.middletownct.gov](http://www.middletownct.gov)

29. Assignment of Antitrust Claims - The contractor or subcontractor offers and agrees to assign to the City of Middletown all right, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. § 15, as amended, or under Chapter 624 of the General Statutes of Connecticut, as amended, arising out of the purchase of services, property, commodities or intangibles of any kind pursuant to a purchase contract or subcontract made by the City of Middletown. This assignment shall be made and become effective at the time the City of Middletown awards or accepts such contract, without further acknowledgment by the parties. (5-14-93)

30. Americans With Disabilities Act - The contractor / service provider, in performing this agreement, will at all times, comply with the provisions of Title II, the nondiscrimination and access requirements, of the Americans with Disabilities Act.

31. Purchase Orders- Any purchases made by the City of Middletown pursuant to this contract shall be authorized by an approved purchase order **only**. The City of Middletown shall not be responsible for the payment of any item delivered to the City without an approved purchase order. Any order delivered without a duly authorized purchase order shall remain the property of the bidder.

# PURCHASING DEPARTMENT

## CITY OF MIDDLETOWN

### **SECTION 78-8-M BID PREFERENCE FOR LOCAL VENDORS.**

1. Definitions: as used in this section, the following terms shall have the meanings indicated:

**CITY-BASED BUSINESS-** A business with a principal place of business located within the City of Middletown. A business shall not be considered a City-based business unless evidence satisfactory to the purchasing Supervisor has been submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Middletown. Such evidence may include evidence of ownership of or a long-term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

**PROJECT-** All bids, and all quotes solicited for purchases exempted from bidding pursuant to § 78-8, as amended, except requests for proposal and contracts for professional services pursuant to § 78-10, as amended.

2. On any project the lowest responsible bidder shall be determined in the following order:

- a. City-based bidders.

(1) On projects the cost of which are one million dollars total contract price or less, any City-based bidder which has submitted a bid not more than 10% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than 10% higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such City-based bidders which submitted the lowest bid.

(2) On projects the cost of which are over \$1,000,000 but less than \$ 5,000,000 total contract price, any City-based bidder which has submitted a bid not more than 5% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than 5% higher than the low bid and has agreed to accept the award of the bid at the amount, of the low bid, the lowest responsible

bidder shall be that one of such City-based bidders which submitted the lowest bid.

(3) On projects the cost of which are over \$5,000,000 total contract price, and City-based bidder which has submitted a bid not more than 3% higher than the low bid, provided such City-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one City-based bidder has submitted bids not more than 3% higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one of such City-based bidders which submitted the lowest bid.

- b. The low bidder. (2/8/78, 12/2/02)

## **CHAPTER 26, CONTRACTS**

### **ARTICLE I: EQUAL OPPORTUNITY IN EMPLOYMENT.**

#### **26-1 Contract Provisions Required**

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

#### **26-2 Enforcement Officer**

The Human Relations Director, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

#### **26-3 Provisions to be Included**

- A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Human Relations Director:

The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, sex, marital status, gender identity or expression, national origin, ancestry, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, political belief, Vietnam Era Veteran status, Union membership, genetic History, criminal record (unless

the provisions of Section 46a-60, 46a-80(b) or 46a-81 of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the protected groups ) present or past history of mental or physical disability, or sexual orientation in any manner is prohibited by the laws of the United States or of the State of Connecticut or the City of Middletown in any manner prohibited by the laws of the United States, the State of Connecticut, or the City of Middletown. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this article.

B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

#### **26.4 Notices to be posted on project site.**

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

#### **26.5 Subcontractors and Suppliers**

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by

his contracting agent, shall agree to and be bound by the terms of this Contract.

#### **26.6 Effect on other laws**

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

**(4/7/80; 3/8/93, 11/1/02, 2/3/03)**

### **ARTICLE III ADEQUATE DELIVERY OF SERVICE**

#### **26-11 Provisions to be incorporated**

All service contracts entered into for the benefit of the citizens of Middletown between the City of Middletown and contractors shall incorporate the following provisions:

- A. A description of the services provided under the contract.
- B. The name, address, and proof of agreement between a second agency which could step in at a moment's notice should the contracting agency not be able to fulfill its designated service.
- C. The contracted agency will be held responsible both financially and administratively with respect to the provision of backup services in the event the agency could not fulfill its contract obligations for Middletown citizens in accordance with the contract with the City.
- D. A twenty-day advance notification period is required of each agency to inform the City of an expected interruption of services per its contracts. (11/1/02)



**CITY OF MIDDLETOWN  
PURCHASING DEPARTMENT  
BID ATTACHMENT**

**AFFIDAVIT OF LOCAL VENDOR**  
**(applies to Middletown based businesses only)**

I, \_\_\_\_\_ being duly sworn,  
Vendor Name

make affidavit and say that I own and operate

\_\_\_\_\_  
Business Name and Address

which is the bona fide principal place of business for

\_\_\_\_\_  
Business Name

Evidence of ownership and principal place of business is attached to this affidavit and may include:

(Check the one which applies.)

- \_\_\_\_ 1. Copy of canceled check for payment of personal property taxes on the business to be utilized in performance of the Bid.
- \_\_\_\_ 2. Copy of long term lease of the real estate from which the principal place of business is operated.

\_\_\_\_\_  
Vendor Name

STATE OF CONNECTICUT:

ss. Middletown, CT

COUNTY OF MIDDLESEX:

Personally appeared, \_\_\_\_\_,  
Vendor Name

owner of \_\_\_\_\_, signer and sealer  
Business Name

of the foregoing instrument and acknowledged the truth of the foregoing, before me.

\_\_\_\_\_  
Notary Public:

My Commission Expires: \_\_\_\_\_

**BID #2013-004**  
**PURCHASE OF RECREATIONAL GARMENTS**  
**VARIOUS DEPARTMENTS**  
**CITY OF MIDDLETOWN**

|                               |
|-------------------------------|
| <b>GENERAL SPECIFICATIONS</b> |
|-------------------------------|

The City of Middletown will accept bids from interested suppliers to furnish and deliver various recreational garments to include but not limited to:

Golf Shirts  
Long Sleeve T Shirts  
Short Sleeve T Shirts  
Tank Tops/Sleeveless Interlock  
Cheerleader Shorts  
Visors/Hats  
Referee Shirts

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Items to be furnished pursuant to this contact shall be furnished and delivered to various City departments to include:

| DEPARTMENT                         | DELIVERY LOCATION            |
|------------------------------------|------------------------------|
| 1. Parks and Recreation Department | Riverview Center, Middletown |
| 2. Arts & Culture Department       | Riverview Center, Middletown |
| 3. Health Department               | 245 DeKoven Drive, Room B17  |

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It is the intent of the City to establish a term contract for the purchase of these items with fixed unit pricing for a contract term of twenty-four (24) months to commence on or **after April 1, 2013 and terminate on March 31, 2015**. Items to be furnished over the term of this contract shall be authorized for delivery on an "**as needed basis**" by all using City of Middletown departments upon receipt of an approved purchase order **only**. The above departments are the prime users but it is not limited for their use only and listing them does not restrict the contract in any way.

The bidder shall indicate on the proposal form the manufacturer; reorder number, cost per unit, and corresponding extension for each item. Bidders may submit a bid on any one or combination of items. However, if a bid is submitted on a **specific category**, bidders shall be **required** to submit a bid on **each listed item within each category to be given consideration for an award based on the lowest responsible bidder within the category**.

## SPECIFICATIONS

1.     **MENS SHORT/LONG SLEEVE PIQUE POLO SHIRT: Items #1-2**  
 100% cotton pique knit polo. 6.5oz with welt knit collar and cuffs. 2 button placket with pearl buttons and double needle bottom hem. Assorted colors  
**Manufacturer:** Outer banks 2100/2108 or equivalent.
  
2.     **MEN'S / WOMAN'S SHORT SLEEVE PIMA COTTON POLO SHIRT: Items #3-5**  
 100% Peruvian pima cotton (grey heather is 90% cotton, 10% polyester), three button pocket with Dura-pearl buttons; additional yarn in collar and cuffs for a neater appearance and durability, split tails, stretch tape in shoulders for extra strength.  
**Manufacturer:** Devon & Jones Pima Pique or equivalent.
  
3.     **MEN'S BUTTON DOWN COLLAR SHIRTS: Item #6**  
 55% Cotton, 45% Polyester twill w/ stain release. Button down collar. Seven-button front placket w/ horn-style logo buttons. Left chest pocket. Two button adjustable cuff w/ one button sleeve placket. Extra stitching for strength at seams and buttons. Flat felled seam finishing. Full back yoke & back pleat w/ locker loop.  
**Manufacturer:** Game Sportswear Style #M500 or equivalent
  
4.     **ADULT FLEECE JACKET: Item #7**  
 Ultra Soft non-pill polyester fleece w/ Taslan nylon accents. Unlined/Mid-hip length. Open bottom hem w/ adjustable bungee drawstring. Contrasting zippers, cuffs, bottom binding. Machine washable/imported  
**Manufacturer:** Game Sportswear Style # 529 or equivalent
  
5.     **ADULT WIND BREAKER JACKET: Item #8**  
 Nylon Taffeta shell, water resistant. Non-pilling polyester fleece lining. Hide-away hood in collar. Hip length with full zip front / Elastic cuffs. Bungee cord drawstring bottom band. Inside pockets/ 2 front slash pockets. Machine washable / Imported.  
**Manufacturer:** Game Sportswear Style #9200 or equivalent
  
6.     **ADULT PARKA JACKET: Item #9**  
  

**Outer Jacket:** Heavyweight durable Taslan outer shell, wind and water resistant with quilted poly-fill lining. Oxford nylon contrasting shoulder panels. Bungee cord at waist, hem, and collar. Inside wallet pocket/ Hip length/ Hidden hood in collar. Machine washable / imported.

**Inner Jacket:** Lightweight Taslan nylon shell, wind and water resistant with lightweight non-pill polyester fleece lining. Stretch nylon knit cuffs and bottom band. Full zip front/Waist length. Raglan sleeves. Outside/inside zipper pockets. Machine washable / imported.

**Manufacturer:** Game Sportswear Style #3100 or equivalent

7. **MENS HEAVYWEIGHT LONG SLEEVE TEE: Items #10-11**  
Seamless rib collar; shoulder-to-shoulder tape; double-needle sleeve and hem.  
**Manufacturer:** By Fruit of the Loom Style # 7930 Best Heavyweight or equivalent
8. **MENS HEAVYWEIGHT SHORT SLEEVE TEE: Items #12-13**  
Seamless rib collar; shoulder-to-shoulder tape; double-needle sleeve and hem.  
**Manufacturer:** By Fruit of the Loom Style # 5930 Best Heavyweight or equivalent
9. **ADULT SHORT SLEEVE TEE: Items #14-15**  
50% preshrunk cotton, 50% polyester, 5.6 oz., shoulder-to-shoulder tape, rib collar, cover-seamed from neck; double sleeves and bottom. Pricing should include light and dark colors.  
**Manufacturer:** Jerzees Style #29M or equivalent.
10. **YOUTH SHORT SLEEVE TEE: Item #16**  
50% preshrunk cotton, 50% polyester, 5.6 oz., shoulder-to-shoulder tape, rib collar, cover-seamed from neck; double sleeves and bottom. Pricing should include light and dark colors.  
**Manufacturer:** Jerzees Style #29B or equivalent.
11. **ADULT AND YOUTH GILDAN SHOOTER TANK TOP: Items #17-18**  
100% preshrunk heavyweight cotton, 5.6 oz, rib collar, double-needle stitching throughout. Must offer 6 different colors, minimum of 34 shirts per color, order will be split between adult and youth sizes. Quantities per style are estimates only, total order will be 204 tanks.  
**Manufacturer:** By Gildan or equivalent
12. **COTTON LADIES TANK: Item #19**  
Fashion Cut. Bound-on rib around neck and armholes. Available in 17 colors  
**Manufacturer:** Anvil 5.6 OZ Tank #815 or equivalent
13. **CHEERLEADER SHORTS: Item #20**  
50% heavyweight cotton, 50% polyester jersey, 6.2 oz. 4 needle-stitched elastic waistband  
**Colors:** Red & Navy **Manufacturer:** Anvil Style: 4822 or equivalent.
14. **VISOR: Item #21**  
Panel Twill **Solid 3-Panel Twill Visor** 100% cotton; Low-profile, 3-panel; Precurved bill has 4-row stitching. Adjustable fabric Velcro closure. - list all available colors  
**Manufacturer:** By Anvil style # 158 – NO SUBSTITUTES
15. **REFEREE SHIRTS: Items #22-23**  
Mini Mesh Polyester  
**Manufacturer:** Teamwork Athletic Apparel or Equivalent

**BID #2013-004  
PURCHASE OF RECREATIONAL GARMENTS  
CITY OF MIDDLETOWN**

**BID PROPOSAL PAGES**

Issue Date: **03/19/13**

Reply Date: **Tuesday, April 2, 2013 at 11:00 A.M.**

To: Purchasing Agent  
City of Middletown, Municipal Building  
Room 112, 245 deKoven Drive  
Middletown, CT 06457

We the undersigned have examined the bid documents inclusive of the information to bidders, garment specifications and related documents and propose and agree to contract with the City of Middletown, in the form of a contract, to provide the items detailed here-in for a contract term of twenty-four (24) months to commence on or after **April 1, 2013 and terminate on March 31, 2015.**

The bidder shall, at his own expense, in strict conformity to the Contract Documents, furnish the items herein specified and the City will pay the bidder, who hereby agrees to receive and accept as and for his full compensation for fully completing the work required at the per unit costs incorporated herein.

**THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**SIGNATURE AND TITLE**

\*\*\*Attach additional pricing sheets for quantity discounts and tiered volume discounts- as needed\*\*\*

**The City of Middletown is also requesting pricing for the printing and insertion of all embroidery/scripting and silk-screening. Various samples with instructions as to the placement of embroidery and silk screenings are attached. The quantities listed below are an estimate for this contract, quantities will vary and additional orders will be placed on an "as needed basis". Please provide additional pricing sheets with quantity discounts for the garments and the silk screening, embroidery setup fees must be included in the unit price per shirt or per screen/print. Quoted bid prices are all inclusive of all delivery, transportation, set up charges, silk screenings, and embroidery with the items delivered FOB, City of Middletown.**

We acknowledge receipt of the following addendum (if applicable):

Addendum #   1   Date \_\_\_\_\_

Addendum #   2   Date \_\_\_\_\_

**Please state Delivery Terms:** \_\_\_\_\_

(In calendar days)

| # | QTY | ITEM DESCRIPTION / SPECIFICATION #  | MANUFACTURER<br>REORDER #                 | UNIT PRICE              | EXTENSION |
|---|-----|---|---|-------------------------|-----------|
| 1 | 70  | <b>Men's Short Sleeve Pique Polo Shirt</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Outer banks 2100 or equivalent.<br><br><b>List available colors:</b><br><br>                   | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$<br> | \$<br>    |
| 2 | 35  | <b>Men's Long Sleeve Pique Polo Shirt</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Outer banks 2108 or equivalent.<br><br><b>List available colors:</b><br><br>                    | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$<br> | \$<br>    |
| 3 | 70  | <b>Men's Short Sleeve Pima Cotton Polo Shirt</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Devon & Jones Pima Pique or equivalent.<br><br><b>List available colors:</b><br><br>     | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$<br> | \$<br>    |
| 4 | 30  | <b>Men's Short Sleeve Pima Cotton Polo Shirt</b><br><b>Sizes XXL-3XL</b><br><u>Manufacturer:</u> Devon & Jones Pima Pique or equivalent.<br><br><b>List available colors:</b><br><br>   | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$<br> | \$<br>    |
| 5 | 24  | <b>Women's Short Sleeve Pima Cotton Polo Shirt</b><br><b>Sizes SM – XL</b><br><u>Manufacturer:</u> Devon & Jones Pima Pique or equivalent.<br><br><b>List available colors:</b><br><br> | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$<br> | \$<br>    |

| #  | QTY | ITEM DESCRIPTION / SPECIFICATION #   | MANUFACTURER<br>REORDER #                 | UNIT PRICE           | EXTENSION |
|----|-----|--|---|----------------------|-----------|
| 6  | 35  | <b>Men's Button Down Collar Shirts</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Game Sportswear Style #M500 or equivalent<br><br><b>List available colors:</b><br><br>  | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$  | \$        |
| 7  | 15  | <b>Adult Fleece Jacket</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Game Sportswear Style #529 or equivalent<br><br><b>List available colors:</b><br><br>   | MANUFACTURER<br><br><br>REORDER #<br><br> | Per jacket<br><br>\$ | \$        |
| 8  | 15  | <b>Adult Wind Breaker Jacket</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Game Sportswear Style #9200 or equivalent<br><br><b>List available colors:</b><br><br>  | MANUFACTURER<br><br><br>REORDER #<br><br> | Per jacket<br><br>\$ | \$        |
| 9  | 15  | <b>Adult Parka Jacket</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Game Sportswear Style #3100 or equivalent<br><br><b>List available colors:</b><br><br>   | MANUFACTURER<br><br><br>REORDER #<br><br> | Per jacket<br><br>\$ | \$        |
| 10 | 200 | <b>Men's Heavyweight Long Sleeve Tee</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Fruit of the Loom Style # 7930 Best Heavyweight or equivalent<br><b>Color: White</b><br><br><b>List other available colors:</b><br><br> | MANUFACTURER<br><br><br>REORDER #<br><br> | Per shirt<br><br>\$  | \$        |

| #  | QTY  | ITEM DESCRIPTION / SPECIFICATION #  | MANUFACTURER<br>REORDER #             | UNIT PRICE          | EXTENSION |
|----|------|---|---------------------------------------|---------------------|-----------|
| 11 | 15   | <b>Men's Heavyweight Long Sleeve Tee</b><br><b>Sizes XXL-3XL</b><br><u>Manufacturer:</u> Fruit of the Loom Style # 7930 Best Heavyweight or equivalent<br><b>Color: White</b><br><br><b>List other available colors:</b><br><br>  | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ | \$        |
| 12 | 200  | <b>Men's Heavyweight Short Sleeve Tee</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Fruit of the Loom Style # 5930 Best Heavyweight or equivalent<br><b>Color: White</b><br><br><b>List other available colors:</b><br><br>   | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ | \$        |
| 13 | 25   | <b>Men's Heavyweight Short Sleeve Tee</b><br><b>Sizes XXL-3XL</b><br><u>Manufacturer:</u> Fruit of the Loom Style # 5930 Best Heavyweight or equivalent<br><b>Color: White</b><br><br><b>List other available colors:</b><br><br> | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ | \$        |
| 14 | 1000 | <b>Adult Short Sleeve Tee</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Jerzees Style #29M or equivalent.<br><b>Colors: Pricing for light and dark colors</b><br><br><b>List available colors:</b><br><br>                    | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ | \$        |



| #  | QTY  | ITEM DESCRIPTION / SPECIFICATION #   | MANUFACTURER<br>REORDER #             | UNIT PRICE                | EXTENSION |
|----|------|--|---------------------------------------|---------------------------|-----------|
| 15 | 110  | <b>Adult Short Sleeve Tee</b><br><b>Sizes XXL-3XL</b><br><u>Manufacturer:</u> Jerzees Style #29M or equivalent.<br><b>Colors: Pricing for light and dark colors</b><br><br><b>List available colors:</b><br><br> | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ _____ | \$ _____  |
| 16 | 1000 | <b>Youth Short Sleeve Tee</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Jerzees Style #29B or equivalent.<br><b>Colors: Pricing for light and dark colors</b><br><br><b>List available colors:</b><br><br>   | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ _____ | \$ _____  |
| 17 | 150  | <b>Adult Gildan Shooter Tank Top</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Gildan or equivalent.<br><br><b>List all available colors:</b><br><br>  | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ _____ | \$ _____  |
| 18 | 320  | <b>Youth Gildan Shooter Tank Top</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Gildan or equivalent.<br><br><b>List all available colors:</b><br><br>  | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ _____ | \$ _____  |
| 19 | 35   | <b>Cotton Ladies Tank</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Anvil 5.6 oz tank #815 or equivalent<br><br><b>List all available colors:</b><br><br>  | MANUFACTURER<br><br>REORDER #<br><br> | Per shirt<br><br>\$ _____ | \$ _____  |

| #  | QTY | ITEM DESCRIPTION / SPECIFICATION #  | MANUFACTURER<br>REORDER #             | UNIT PRICE                | EXTENSION |
|----|-----|---|---------------------------------------|---------------------------|-----------|
| 20 | 110 | <b>Adult Cheerleader Shorts</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Anvil Style: 4822 or equivalent.<br><b>Colors: Red and Navy</b><br><b>List all available colors:</b><br><br>  | MANUFACTURER<br><br>REORDER #<br><br> | Per short<br><br>\$ _____ | \$ _____  |
| 21 | 110 | <b>Visor – Solid 3-Panel Twill Visor</b><br>100% cotton; Low-profile, 3-panel;<br>Precurved bill has 4-row stitching.<br>Adjustable fabric Velcro closure.<br><u>Manufacturer:</u> Anvil model #158 <b>-No substitutes</b><br><b>List all available colors:</b><br><br> | MANUFACTURER<br><br>REORDER #<br><br> | Per unit<br><br>\$ _____  | \$ _____  |
| 22 | 160 | <b>Adult Referee Shirt – Mini Polyester</b><br><b>Sizes SM-XL</b><br><u>Manufacturer:</u> Teamwork Athletic Apparel or equivalent   | MANUFACTURER<br><br>REORDER #<br><br> | Per unit<br><br>\$ _____  | \$ _____  |
| 23 | 10  | <b>Adult Referee Shirt – Mini Polyester</b><br><b>Sizes XXL</b><br><u>Manufacturer:</u> Teamwork Athletic Apparel or equivalent   | MANUFACTURER<br><br>REORDER #<br><br> | Per unit<br><br>\$ _____  | \$ _____  |

### TOTAL COST FOR ITEMS 1-23:

Quoted bid prices are all inclusive of all delivery and transportation with the items delivered FOB, City of Middletown, excludes silk-screening and printing.

\_\_\_\_\_( )  
**Written figures**

It is the intent of the City of Middletown to order garments to be silk screened / embroidered in the bulk quantities listed above. However circumstances will occur that additional garments will be needed outside of the bulk order. Please provide separate pricing with discount levels and quantity tiers in which discounts will apply. **PLEASE NOTE:** Samples are just for an idea of what the embroidery or silkscreen should look like, but are not exact. Please confirm with the department before completing each order.

| EMBROIDERY / SILK SCREENING SERVICES |   |                               |   |
|--------------------------------------|---|-------------------------------|---|
| #                                    | ITEM DESCRIPTION / SPECIFICATION  | UNIT PRICE<br>PER EA. GARMENT | PRICE SCHEDULE - VARIOUS QUANTITIES   |
|                                      |   |                               | Example:<br>QTY    U.P. Per EA    EXT<br>10 shirts    \$ 2.00    \$20.00  |
| 1                                    | <b><u>EMBROIDERY</u> ON GARMENT</b><br><br>FRONT LEFT SIDE IN ½" LETTERS<br>"MIDDLETOWN HEALTH DEPT." WITH EMBROIDERED<br>FULL COLOR LOGO IN MIDDLE— ( 8 COLOR CITY<br>SEAL)<br><br><b>Sample #1</b>  | \$ _____                      | QTY    U.P. PER EA    EXT<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____ |
| 2                                    | <b><u>EMBROIDERY</u> ON GARMENT</b><br><br>FRONT LEFT SIDE IN ½" LETTERS<br>"MIDDLETOWN MEDICAL RESERVE CORPS" WITH<br>EMBROIDERED FULL COLOR LOGO IN MIDDLE ( 6<br>COLOR LOGO)<br><br><b>Sample #2</b>   | \$ _____                      | QTY    U.P. PER EA    EXT<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____ |
| 3                                    | <b><u>SILKSCREEN</u> ON GARMENT</b><br>SINGLE COLOR - FRONT ONLY<br><br>FULL SIZE LOGO WITH FISH AND LETTERS:<br>"MIDDLETOWN PARKS AND RECREATION SUMMER<br>DAY PROGAMS"<br><br>COLOR TO BE DETERMINED AT TIME OF ORDER<br><br><b>Sample #3</b> | \$ _____                      | QTY    U.P. PER EA    EXT<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____ |
| 4                                    | <b><u>SILKSCREEN</u> ON GARMENT</b><br>SINGLE COLOR - FRONT AND BACK<br><br>2" LETTERS WITH LOGO ON FRONT<br>8" NUMBER ON BACK<br><br><b>Sample #4 (FRONT)</b><br><b>Sample #4 (BACK)</b>   | \$ _____                      | QTY    U.P. PER EA    EXT<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____<br>_____ \$ _____ \$ _____ |

## EMBROIDERY / SILK SCREENING SERVICES

| # | ITEM DESCRIPTION / SPECIFICATION  | UNIT PRICE<br>PER EA. GARMENT | PRICE SCHEDULE - VARIOUS QUANTITIES |                       |                |
|---|---|-------------------------------|-------------------------------------|-----------------------|----------------|
|   |   |                               | Example:<br>QTY<br>10 shirts        | U.P Per EA<br>\$ 2.00 | EXT<br>\$20.00 |
| 5 | <b><u>SILKSCREEN</u> ON GARMENT</b><br><b>SINGLE COLOR – BACK ONLY</b><br><br><b>FULL SIZE LOGO - MCA</b><br><br><b>Sample #5</b>   | \$ _____                      | <b>QTY</b>                          | <b>U.P. PER EA</b>    | <b>EXT</b>     |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
| 6 | <b><u>SILKSCREEN</u> ON GARMENT</b><br><b>DUAL COLOR ON FRONT</b><br><b>SINGLE COLOR ON BACK</b><br><br><b>FULL SIZE LOGO ON FRONT WITH LETTERS:</b><br><b>“LIFEGUARD”, CIRCLE WITH CROSS, AND</b><br><b>“MIDDLETOWN PARKS &amp; REC”</b><br><br><b>LARGE LIFEGUARD CROSS LOGO ON BACK</b><br><br><b>Sample #6 (FRONT)</b><br><b>Sample #6 (BACK)</b> | \$ _____                      | <b>QTY</b>                          | <b>U.P. PER EA</b>    | <b>EXT</b>     |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
| 7 | <b><u>SILKSCREEN</u> ON GARMENT</b><br><b>SINGLE COLOR – FRONT ONLY</b><br><br><b>FULL SIZE LOGO ON FRONT WITH LETTERS:</b><br><b>“MIDDLETOWN PARKS AND RECREATION</b><br><b>BASKETBALL CAMP” WITH A BASKETBALL HOOP /</b><br><b>BASKETBALL</b><br><br><b>Sample #7</b>   | \$ _____                      | <b>QTY</b>                          | <b>U.P. PER EA</b>    | <b>EXT</b>     |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
| 8 | <b><u>EMBROIDERY</u> ON GARMENT</b><br><b>SINGLE COLOR</b><br><br><b>UPPER SLEEVE OF JACKET / SHIRT</b><br><b>½” LETTERS “EMERGENCY RESPONDER”</b><br><br><b>COLOR TO BE DETERMINED AT TIME OF ORDER</b><br><br><b>Sample #8</b>  | \$ _____                      | <b>QTY</b>                          | <b>U.P. PER EA</b>    | <b>EXT</b>     |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |
|   |   |                               | _____                               | \$ _____              | \$ _____       |

## EMBROIDERY / SILK SCREENING SERVICES

| #     | ITEM DESCRIPTION / SPECIFICATION   | UNIT PRICE<br>PER EA. GARMENT | PRICE SCHEDULE - VARIOUS QUANTITIES  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
|-------|--|-------------------------------|--|-----|-------------|-----|-------|----------|----------|-------|----------|----------|-------|----------|----------|-------|----------|----------|
|       |  |                               | Example:<br>QTY    U.P. Per EA    EXT<br>10 shirts    \$ 2.00    \$20.00   |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 9     | <b><u>SILKSCREEN</u> ON GARMENT</b><br><b>SINGLE COLOR – LEFT CHEST</b><br><br><b>LETTERS: “MIDDLETOWN PARKS &amp; REC”</b><br><b>LOGO WITH BASKETBALL GOING INTO HOOP AND</b><br><b>LETTERS: “BASKETBALL”</b><br><br><b>Sample #9</b>   | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">U.P. PER EA</th> <th style="text-align: center;">EXT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 10    | <b><u>EMBROIDERY</u> ON GARMENT</b><br><b>SINGLE COLOR – FRONT LEFT SIDE</b><br><br><b>½” LETTERS: “MIDDLETOWN PARKS &amp; RECREATION</b><br><b>STAFF” or “MIDDLETOWN COMMISSION ON THE</b><br><b>ARTS STAFF”</b><br><br><b>COLOR TO BE DETERMINED AT TIME OF ORDER</b><br><br><b><u>NO SAMPLE</u></b>                   | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">U.P. PER EA</th> <th style="text-align: center;">EXT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 11    | <b><u>SILKSCREEN</u> ON GARMENT</b><br><b>SINGLE COLOR</b><br><br><b>1 ½” LETTERS: “STAFF”, “VOLUNTEER” or “JUNIOR</b><br><b>COUNSELOR” – FRONT LEFT SIDE</b><br><br><b>2” LETTERS: “MIDDLETOWN PARKS AND</b><br><b>RECREATION STAFF” or “JUNIOR COUNSELOR” –</b><br><b>BACK OF SHIRT</b><br><br><b><u>NO SAMPLE</u></b> | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">U.P. PER EA</th> <th style="text-align: center;">EXT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 12    | <b><u>SILKSCREEN</u> ON VISOR BAND</b><br><b>SINGLE COLOR</b><br><br><b>LETTERING: “GUARD”</b><br><br><b><u>NO SAMPLE</u></b>  | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">U.P. PER EA</th> <th style="text-align: center;">EXT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |

## EMBROIDERY / SILK SCREENING SERVICES

| #     | ITEM DESCRIPTION / SPECIFICATION   | UNIT PRICE<br>PER EA. GARMENT | PRICE SCHEDULE - VARIOUS QUANTITIES  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
|-------|--|-------------------------------|--|-----|-------------|-----|-------|----------|----------|-------|----------|----------|-------|----------|----------|-------|----------|----------|
|       |  |                               | Example:<br>QTY    U.P Per EA    EXT<br>10 shirts    \$ 2.00    \$20.00  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 13    | <b><u>SILKSCREEN ON GARMENT</u></b><br><b>SINGLE COLOR - FRONT AND BACK</b><br><br><b>FULL SIZE LOGO ON FRONT – SWIMMER</b><br><b>“VET’S SINCE 2007” AND “SWIM TEAM” RUNNING</b><br><b>DOWN THE SHIRT</b><br><br><b>BACK: “MIDDLETOWN PARKS &amp; RECREATION, 2011”</b><br><b>“IT’S ALL IN A STATE OF MIND”</b><br><br><b><u>NO SAMPLE</u></b> | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">QTY</th> <th style="width: 25%;">U.P. PER EA</th> <th style="width: 25%;">EXT</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 14    | <b><u>EMBROIDERY ON GARMENT</u></b><br><b>SINGLE COLOR - FRONT LEFT SIDE</b><br><br><b>1/2” LETTERS:</b><br><b>FIRST LINE – “MIDDLETOWN PARKS &amp; RECREATION”</b><br><b>SECOND LINE – “VET’S POOL SWIM COACH”</b><br><br><b>COLOR TO BE DETERMINED AT TIME OF ORDER</b><br><br><b><u>NO SAMPLE</u></b>                                       | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">QTY</th> <th style="width: 25%;">U.P. PER EA</th> <th style="width: 25%;">EXT</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 15    | <b><u>SILKSCREEN ON GARMENT</u></b><br><b>SINGLE COLOR - FRONT ONLY</b><br><br><b>FULL SIZE LOGO– COMMUNITY BASED FIELD TRIPS.</b><br><b>ROAD SIGN WITH DIFFERENT SIGNS AND LETTERING</b><br><br><b><u>NO SAMPLE</u></b>   | \$ _____                      | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">QTY</th> <th style="width: 25%;">U.P. PER EA</th> <th style="width: 25%;">EXT</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table> | QTY | U.P. PER EA | EXT | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ | _____ | \$ _____ | \$ _____ |
| QTY   | U.P. PER EA  | EXT                           |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| _____ | \$ _____   | \$ _____                      |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |
| 16    | <b>PERCENTAGE DISCOUNT OFF LIST PRICE:</b><br><br>PLEASE PROVIDE THE PERCENTAGE DISCOUNT OFF THE MANUFACTURER’S LIST PRICE OR DISCOUNT OFF CATALOG PRICE TO BE AFFORDED TO THE CITY FOR LIKE ITEMS NOT SPECIFICALLY LISTED HEREIN.<br><br><div style="text-align: right;">( _____ %)</div> _____<br>Written figures                            |                               |  |     |             |     |       |          |          |       |          |          |       |          |          |       |          |          |

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank. Thank you.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Corporation Name** (if applicable)

\_\_\_\_\_  
**Company Name**

**Mailing Address:**

**Payment Address (If different from mailing addr.):**

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

**FEIN NUMBER:** \_\_\_\_\_ -- \_\_\_\_\_

**Type of Organization:**  
(Please Check One)

\_\_\_\_\_ **Individual / Sole Proprietor**

\_\_\_\_\_ **Limited Liability Company / Partnership**

\_\_\_\_\_ **Corporation**

**Contact Information**

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Additional Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**SIGN HERE: I hereby certify that the above information is correct.**

\_\_\_\_\_  
**Print or Type Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**WITH EACH PROPOSAL, THE BIDDER SHALL SUBMIT A SIGNED NON-COLLUSIVE STATEMENT ON THE FORM ENCLOSED HERE-IN (PAGE 24)**

## **CITY OF MIDDLETOWN CONNECTICUT**

### **NON-COLLUSIVE BID STATEMENT**

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

- I. The bid has been arrived at by the bidder, independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other bidder of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any person prior to the official opening of the bid.

Date\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number



## EXHIBIT A - INSURANCE REQUIREMENTS

### Bid #2013-004 Purchase of Recreational Garments

#### A. GENERAL REQUIREMENTS:

The **BIDDER** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **BIDDER'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the City of Middletown with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. The **BIDDER** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during the **BIDDER'S** responsibility under this contract.

The **BIDDER**, at their own cost and expense, shall procure and maintain all insurances required and shall name the City of Middletown as an Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverages. Coverage is to be provided on a primary, noncontributory basis. Upon request, the **BIDDER** shall provide a copy of the policy endorsement confirming the City of Middletown's additional insured status in accordance with the terms of this contract.

**In order to facilitate this requirement for insurance, it is recommended that the BIDDER forward a copy of these requirements to their insurance representative(s).**

#### B. SPECIFIC REQUIREMENTS:

##### (1) Workers' Compensation Insurance -

The **BIDDER** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$100,000 Disease, Each Employee

##### (2) Commercial General Liability Insurance -

The **BIDDER** shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000. Any deviations from the standard unendorsed

form will be noted on the Certificate of Insurance.

(3) **Business Automobile Liability Insurance -**

The **BIDDER** shall carry Business Automobile Liability insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

**C. SUBCONTRACTOR REQUIREMENTS:**

The **BIDDER** shall require the same insurance that it is required to carry by the City of Middletown to be carried by any subcontractors and independent contractors hired by the **BIDDER** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

The **BIDDER** shall require that the City of Middletown be named as Additional Insureds on all subcontractors and independent contractors insurance before permitted to begin work. Coverage is to be provided on a primary, noncontributory basis.

The **BIDDER** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the City of Middletown and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**D. OTHER**

- If any policy is written on a "claims-made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the work/service performed under this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.
- The City reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**INSURANCE LANGUAGE  
APPROVED AS TO FORM:**

**DAWN M. WARNER  
RISK MANAGER**

January 23, 2013

**DATE**

**Bid Return Label**

**Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid response.**

**Official Bid Documents Enclosed:**

**Bid # 2013-004- Purchase of Recreational Garments**

**Return Date: Tuesday, April 2, 2013 at 11:00 A.M.**

**City of Middletown Purchasing Department  
Municipal Building Room 112  
245 DeKoven Drive  
Middletown, CT 06457**





**SAMPLE #1**



**SAMPLE #2**



**SAMPLE #3**

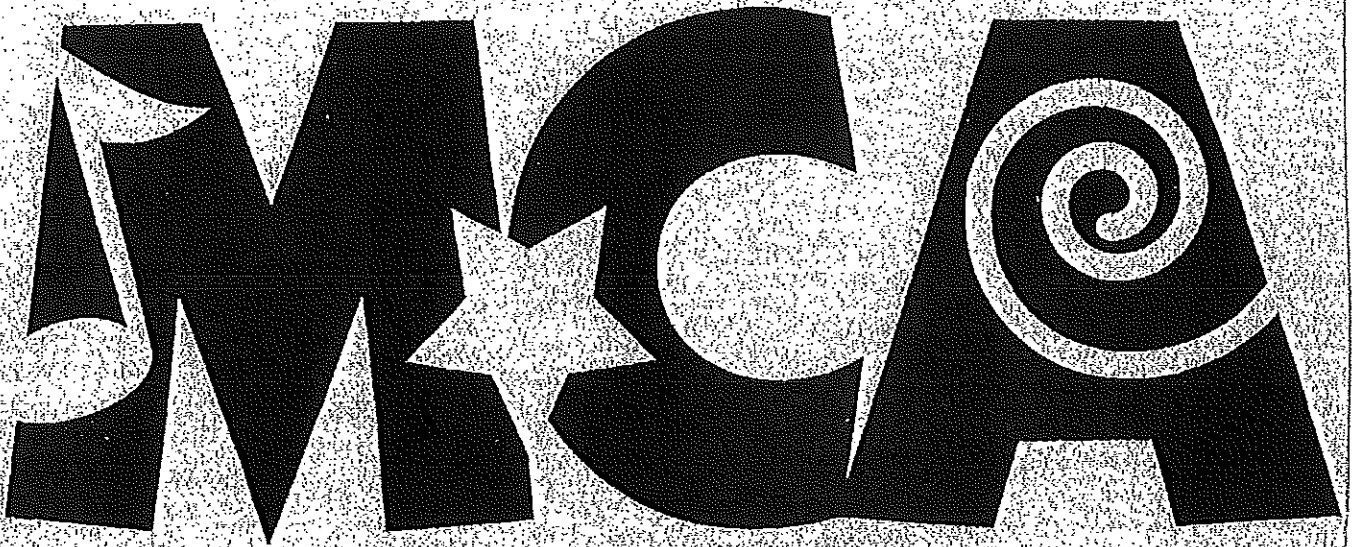


**SAMPLE #4**  
**FRONT**



**SAMPLE #4 BACK**

**staff**

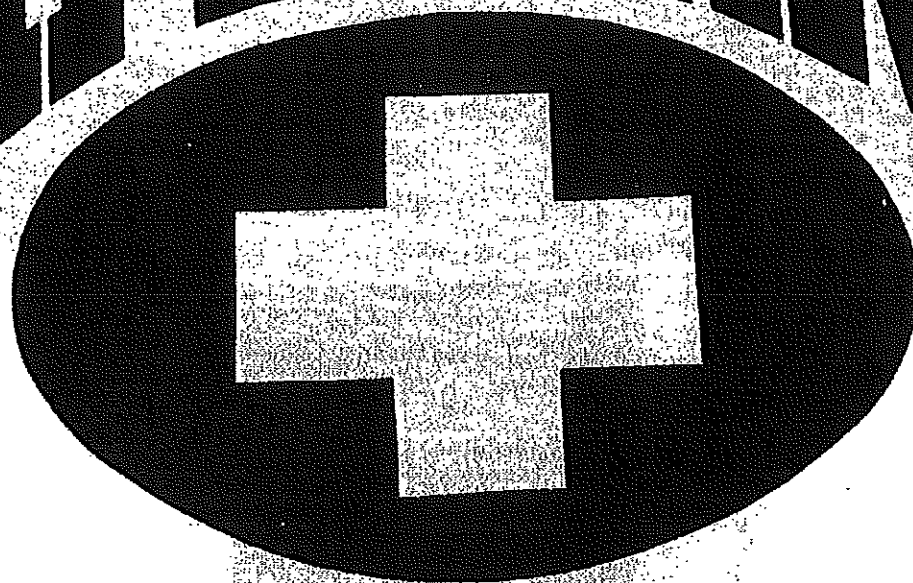


MIDDLETOWN COMMISSION ON THE ARTS

**SAMPLE #5**

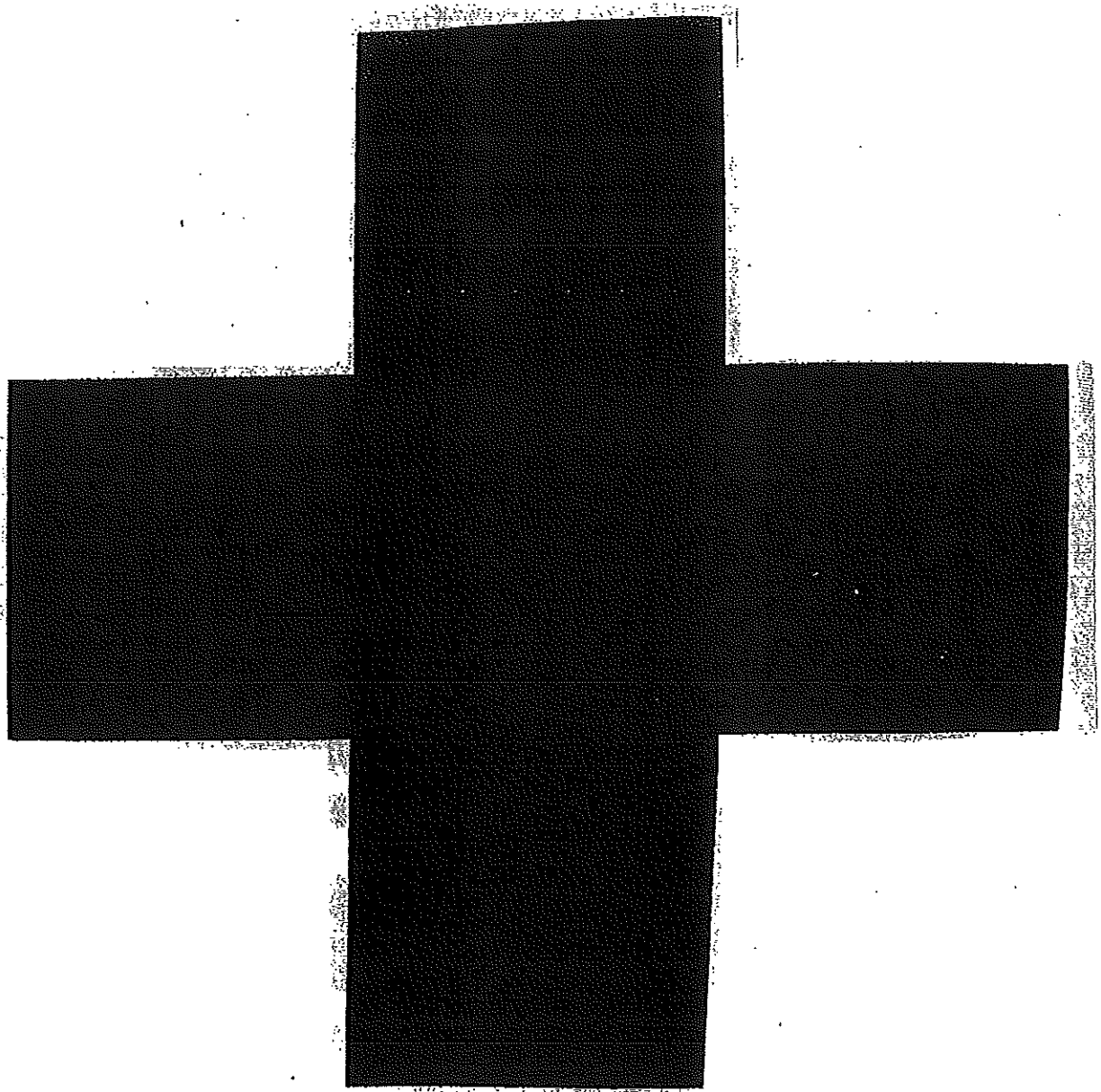


# LIFEGUARD



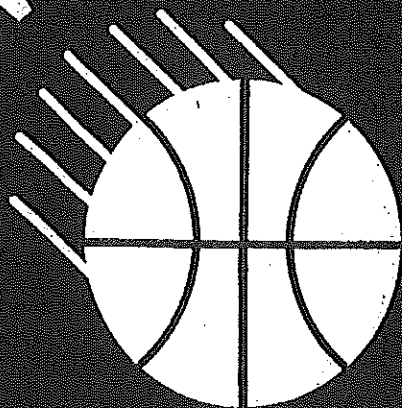
## MIDDLETOWN PARKS & REC

SAMPLE #6 FRONT



**SAMPLE #6 BACK**

Middletown Parks and Recreation



Summer  
2008

Basketball Camp

SAMPLE #7



**SAMPLE #8**



**SAMPLE #9**

Please note that although the sample is embroidered, we are looking for silkscreen pricing on this item. Thank you.